



SOUTHWELL

TOWN COUNCIL

The Old Courthouse
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Tracey Broughton PSLCC Clerk to the Town Council

Operations Committee

13th June 2018 19.00 The Old Courthouse

Draft Minutes of Meeting

Present: Cllrs B Prentice (Chairman), P Rainbow, M Jeffrey, P Brooker, K Ashworth, S Thompson, A Gregory and D Martin
Deputy Clerk, L Wright 2 members of the public

1. Apologies for absence Cllrs L Harris, P Scorer (personal),

AGREED

Proposed Cllr Thompson, seconded Cllr Ashworth

To accept the apologies above

Unanimous

2. Approval of previous minutes/notes
Operations Committee minutes dated 9th May 2018

AGREED

Proposed Cllr Jeffrey, seconded Cllr Ashworth

To accept the minutes by those present at the meeting

Unanimous

3. Matters Arising for items not on the agenda - None
4. To receive any declarations of interest

Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent. –None

AGREED

Proposed Cllr Jeffrey, seconded Cllr Martin

To suspend standing orders and enter into public session

Unanimous

Concern was expressed regarding the damage present on the Burgage. The ruts are deep and are a trip hazard. A contractor is booked to rectify this, Deputy Clerk to chase for an action date. Concern was also expressed regarding the verges running under the Burgage Wall. There are ground elder and other evasive weeds present. Highways are to be contacted.

Standing Orders were re-instated and council entered formal session.

5. Review of Southwell Town Council Property & Services
 - a. Old Courthouse update on planning application/Civic Society Cell – the committee gave permission for the Civic Society to hang photographs in the cell but would need to make good when they are taken down. The planning application for the Courthouse gates is out for consultation.
 - b. Courthouse Chambers – inspection report - noted
 - c. Public Conveniences - new discussion paper referred from Way Forward –to be added to the agenda of the July meeting.
 - d. Market - update – This project now has top priority. An Interview is due to take place for a new market operator.

AGREED

Proposed Cllr Prentice, seconded, Cllr Jeffrey

Planting of market raised bed to be completed 'in house'

Majority - 7 For , 1 Abstention

- e. Carparks – the prioritised list of actions was noted. Deputy clerk to schedule the work with the groundstaff and investigate a contractor for jobs which cannot be carried out 'in house'. The parking guidelines and policy were noted and are to be placed in the car parks, on noticeboards and the website. One Stop is to be charged for the bays they use, a solicitor is required to draw up a contract. Contactless facility in Church Street is still not functioning, Deputy Clerk to send a letter to metric.
NSDC are to include Southwell in a survey to be carried out on electric charging points
 - f. Grounds & Maintenance. Norwood Gardens residents have had a meeting regarding the play area, no plans have been finalised. The CIL monies are available for immediate repairs.
 - g. Trees – there are 4 trees on Riverside and 2 on WMRG with suspected Phytophthora, Deputy Clerk to seek advice from NSDC and the Forestry commission. 1 tree in Church Street car park is to be taken down. The Memorial tree policy was accepted and referred to Full council.
6. S106 Projects update –

AGREED

Cllr Jeffrey, seconded Cllr Rainbow

To accept quote from Freshair Fitness for WMRG fitness equipment

Majority 7 For, 1 Abstention

7. Hanging basket / Christmas tree bracket replacement has now been completed. The project is over budget by £969 due to the new watering system and the installation of bunting eyelets. A proposal for extra CIL money to cover to be referred to full council. A list of requests for further hanging baskets is to be compiled for the future. Cllr B Prentice formally thanked Mr Mario Stanovic for the help in updating and installing new watering equipment. It was agreed to send a card and gesture of thanks. The deputy clerk put forward suggestions for the Christmas trees – the council agreed to purchase Norway spruce as usual and investigate the installation of an electrical daisy chain and lights.
8. Response from Mr Batty, NSDC after his attendance at the Highways committee meeting – noted
9. War Memorial cleaning is now complete, and an inspection report has been received. Previous damage has been revealed and Clerk is investigating a grant to repair this. An old WW1 plaque has been discovered under the white plaque. This has been cleaned and another bronze plaque for WWII is to be commissioned. Letters are to be sent to organisations in the town asking for donations towards the cleaning and the new plaque. Cllr Jeffrey has suggested an overhanging Ash branch is taken down. Mr Carr is to be advised.
10. Events update - None

11. Tourist Information Centre – None
12. Items for Communication – Traders are keen to be involved in the development of the new Website.
13. Items to be included on the next agenda – A review of outstanding jobs and projects. Other items be forwarded to the Clerk prior to the meeting.
14. Date of the next ground staff meeting 29th August 2018 at 2pm at the Courthouse
15. Date of next meeting 11th July 2018 at 19.00.

Meeting Closed at 20.50

Signed.....Date.....
Chairman, Operations Committee